**Anaphylaxis Management and Prevention Plan Committee Meeting Notes**

November 20, 2014

**Present:**, Heather Davis Schmidt, Linda Simon, Michelle Thornblade,, Jennifer Quien (MSU Nursing student working with Linda this semester), Barb Rasmussen, Sarah Conkle, Stacey Rossmiller and Dave Rott

**Absent:**, Amy Smart, Susie Mueller, Nicole Schreckendgust, Burley McWilliams, Andrea Schuelter, Carl Thornblade, Molly Iverson, Tracy Ursery Carrie Sweatland and Shannon Fiebelkorn

1. We worked in small groups for 30 minutes to review the checklists then reviewed issues and suggestions for about another 30 minutes. Each group gave Linda their copies with notes on them for editing.
   * + Principal
     + Counselor
     + Noon/recess duty
     + Food Service
     + Teacher
     + Sub teacher
     + Parent/student
     + Health Services Supervisor
     + School Nurse
2. As time was limited, we quickly went over any specific concerns with any of the addendums.
   * Allergen sensitive cafeteria tables had a few items and Sarah will work on re-wording and sending to Linda
   * It was decided that the order of addendums should remain alphabetical rather than grouping for “who” the addendum is for.
   * The order of the checklists will start with parents and student, then principal, then teacher.
   * Checklist looking like a “checklist” was liked so will re-format.
   * Discussion of bookmark. Not clear that was felt to be helpful. Concept of a tri-fold brochure plus small magnets just for classrooms with restrictions discussed.
   * Liked the “hand logo” and will add to all the posters.
   * Accommodation template. Discussion on merits of having items that are required (legally and/or by these procedures) for all students regardless of 504 presence. It was recommended that accommodations be kept to only what is unique for that child.
   * Concept of anaphylaxis drills discussed. Great idea. Linda shared concerns about ability to achieve. Each year ( and to some degree continuously) the procedures will be reviewed.
   * It was not felt that there were significant areas missed in general.
3. Timeline as follows. Linda will edit this draft then the attorney and administration will review the procedures then Linda will re-edit. The final draft will then go to the PN&P committee in late January as an “information only” item. Reminder that many procedures are being implemented now but others will involve communication and changes in practice so full effect will be over the second half of this school year.
4. The group discussed need for further meetings; it was not felt to be needed at this time so officially this group has fulfilled its mission and will end.
5. **However, all members are encouraged to attend one or both of the following meetings to lend support and help answer questions.**

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| January 28th | Personnel, Negotiations and Policy Committee( PN &P) Information Only | Noon | Business Building Board Room. 915 South Ave West (Next to Sentinel High School) |
| April 14th | Full School Board: Information Only | 6 pm |

**Thank you all for your time and efforts!!!!**